

FORMAL LETTER 7

You should look at the results of a survey on the next page and study the information carefully to write your email.

A survey was conducted in your school on the after-school activities of the students. The students gave their views and their comments have been compiled together with additional comments from their parents. As the head of the student council, your principal has asked you for your views on the results of the survey.

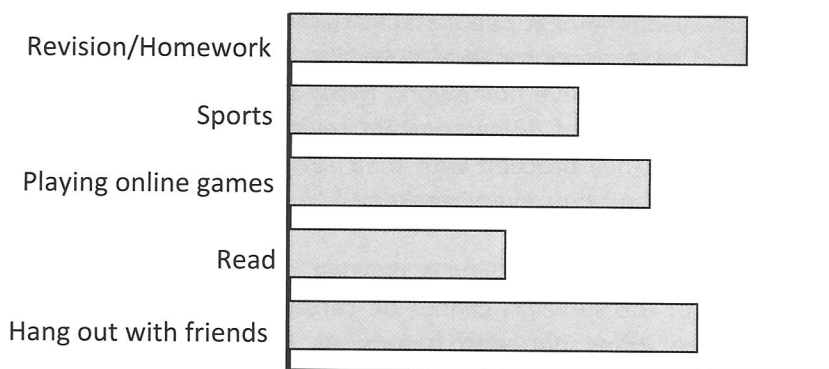
Send an email to your principal stating:

- two main activities the students usually do after school and why you think these activities are the most common
- one way the school can help the students based on the results of the survey
- how important you think the role of the school is

Write your email in clear, accurate English and in a clear and formal tone to express your views on the results of the survey.

You should use your own words as much as possible.

Which of the following after-school activities do you usually participate in?



What type of facilities would you like to see in the school?

- A basketball court/ A badminton court/ A football field
- An air conditioned study area
- A games room

COMMENTS

Students

I think it's important that we keep ourselves occupied with a hobby after school. I enjoy sports. If there are facilities in the school, that would be great, but if there aren't, I'll just go to the park near my house.

Bernice Seet

The only facility we need is a proper place to study. It's so frustrating finding a place to get my homework done! My house is too noisy, going to cafes means spending money and the library is just too far away.

Jason Lee

Parents

Oh, it will be so much safer if my daughter can spend more time in school. She does her homework and chats with her friends in the afternoon. The school could provide a corner dedicated to this.

Mrs Peterson

I don't think my children should be stuck in school for so many hours. Their lives do not revolve around the school. They have many other activities outside school to keep them occupied.

Mr Andrews

Dear Mr Davis

I have **perused** the results for the survey and the following is a summary of the after-school activities of the students.

Doing revision or homework is the most common after-school activity for the students surveyed. The next popular activity is hanging out with friends. The workload of students today is increasing. Students seldom have days when they do not have homework. Many students are also beginning to see the benefits of doing constant revision, so after the homework is completed, they proceed with their revision. Hence, this activity takes up most of their time every weekday.

The other common after-school activity is hanging out with friends. Based on the results of the survey, I cannot be certain if some of the students who selected 'Hang out with friends' as the activity they participate in the most is a result of doing a variety of activities with their friends, including homework. Nonetheless, students prefer the company of their friends to being in **solitude** in the afternoons after school. Besides doing homework, some of them like to chitchat with their friends either at one another's homes, at void decks or at cafes.

Based on the results of the survey, one of the facilities that the students would like to see is an air conditioned study area. Currently, there is no specific study area in the school. Students who remain behind to complete their work either sit at the canteen or at the tables in the courtyard. However, these places can be extremely hot in the afternoons especially on days that are particularly sunny. In the event of rainy weather, the tables at the courtyard cannot be used as they are not sheltered. The canteen will then be packed with students. This is not a conducive place to work for the discomfort from the humidity prevents the students from concentrating on their work. Comments from one of the students might be a representation of other students in the school. He stated that it was 'frustrating finding a place' to complete his homework. Clearly, the school would be a convenient and ideal place for him to study and such a facility should therefore be provided for students like him. Parents too, feel that it would be safer for their children to remain in school to complete their homework or to chat with friends.

I feel that the school plays an important role in ensuring that the students are safe and comfortable after school. Remaining in the school would be safer for the students compared to void decks or cafes. Furthermore, the students would not have to spend time locating a conducive study environment. Many students are not well off and have

Paragraph Topic

Paragraph 1

Introduction: Purpose of the email

Paragraph 2

Doing work is the most common after-school activity

Paragraph 3

Hanging out with friends is the next common after-school activity

Paragraph 4

Students would like an air-conditioned study area

Paragraph 5

School plays an important role in keeping students safe and comfortable

few options in terms of study locations. Having to search for suitable study locations is an **onerous** task and **impinges** on their work. I cannot stress how important the role of the school is considering that it is the sole place students can conveniently and comfortably rely on as a place to study.

The above are the results of the survey and my opinion on the results. I hope the information will be suitable as the school works towards bettering the students' lives.

Yours sincerely
Jason

Paragraph 6

Conclusion: Restate the purpose of the email

Comments

The topic of the letter is a topic that is close to the heart of many students but the writer manages to write about the topic in a formal and polite tone through the use of sentence structure and more formal word forms.

Vocabulary

1. **perused:** to read carefully
2. **solitude:** to be alone
3. **onerous:** difficult and tiring work
4. **impinges:** to have a harmful effect on something

Word Use

When writing a formal letter, it is important to replace phrasal verbs or words that are commonly used in daily conversations with more formal words.

Here are some examples.

- 'perused' instead of 'seen'
(*'Analysed' could be used in this instant as well.*)
- 'proceed' instead of 'continue'
- 'cannot be certain' instead of 'not sure'
- 'in solitude' instead of 'alone'
- 'prefer the company of their friends' instead of 'want to be with their friends'
- 'conducive' instead of 'good'
- 'a representation of' instead of 'is the same as'
- 'impinges' instead of 'affects'

However, the meaning of the words must be taken into consideration when deciding on the type of words to use. Use the dictionary to check if the word used in your writing suitably conveys the information you require.